



# Office of the City Clerk

Weekly Report – for Week Ending August 21, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**County/City Election Transition Task Force 2020** - Vote by Mail staff from the Los Angeles County Registrar-Recorder/County Clerk visited the Election Division to observe the signature verification machine.

### 2016 Neighborhood Council (NC) Elections:

A joint project planning and status meeting with City Clerk, EmpowerLA, and the vendor, Everyone Counts was held this week. The voter registration module and candidate filing system are two key areas of development by the vendor and City Clerk. Phase one of the Candidate Filing System has been completed. A demonstration was given to Empower LA staff. The final version is expected to be completed by September.

Staff continues to develop ballot voting models (BVM). The first drafts for 81 NCs are complete. Of the BVMs, 59 have been approved and nine are on hold. The remaining ones are being reviewed.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	16
Number of Notices/Publications	32
Number of Contracts Attested	92
Number of Council Files Created	75
Number of Claims Received	82
Number of Referrals	35
Number of Council Meetings	3
Number of Committee Meetings	9

### Neighborhood and Business Improvement Districts:

On August 17, 2015, Council adopted the Ordinance of Establishment for the Los Angeles Tourism Marketing District Business Improvement Districts.

Staff met with CD 15 staff relative to discuss the potential business improvement district on Gaffey Street in the San Pedro area of the City and met with the consultant for the proposed Venice Beach Business Improvement District to review the Management District Plan and Engineer's Report.

**Systems Security** - Security certificate software has been installed on the public facing internet web server. This will provide continuous security encryption between the web browser and the web server. The secured encryption will be implemented for the Neighborhood Council Candidate Filing application, the Council File Management System (CFMS), and the City Clerk internet pages.

**Significant Research** - The Harbor Department researched the history of a municipal code sections. A doctoral candidate from U.C. Santa Cruz sought additional information about the photo exhibit prepared by the Archives on the Watts Riots.

**Records Storage RFP** - A hearing is scheduled for the protest received relative to the vendor selection for offsite records storage.

## TOP ITEMS

- [\*\*Ballot Voting Models for NC Elections in Progress\*\*](#)
- [\*\*LA Tourism Marketing District approved by City Council\*\*](#)
- [\*\*Hearing Protest for Offsite Records Storage Contract Award\*\*](#)



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**Fiscal/AB1290/Council/General City Purposes** - Staff continued working on the biennial physical inventory and working with City Attorney to resolve issues with ACEBSA's licensing agreement for use of the City Logo. Thirty (30) GCP allocation requests were received, 24 invoices processed for payment and drafted 1 new contract.

**Personnel** - Staff held various employee orientations, processed emergency check (Vacation payout) for former Council employee that was terminated and subsequently hired at Department of Recreation and Parks, coordinated with Chiefs of Staff from all council office for attendance in a Preventing Sexual Harassment Training to be held live at the Deaton auditorium, entered dispositions and sent out thank you letters and appointed Commission Executive Assistant, coordinated paperwork, scheduled and facilitating interviews for Sr. Personnel Analyst Position and reviewed Certification interview documentation for vacant Election Positions.

## ISSUES

**Server Failure** - A primary department server motherboard failed this week. Due to systems redundancy and disaster recovery plans in place, there was no outage to the department or impact on operations.

## UPCOMING....

**National Voter Registration Day** - Staff is planning events and contacting community partners to collaborate on National Voter Registration Day to be held on September 22, 2015. Classroom presentations have already been scheduled at one community college.

**L.A. Digital Government Summit** - August 25-26. Management and staff will be attending.